

Building Permit Series

Site Plan Requirements

Many permits require a site plan, sometimes also called a “plot plan,” which is a detailed and accurate map of the property or properties where the proposed project is located. A complete and accurate site plan is important to avoid delays in the review and approval of your project. An example site plan is on the following page. Plans must be printed on a minimum of 11x17” paper.

A complete site plan will include all of the applicable site features and information listed below:

BASIC INFORMATION

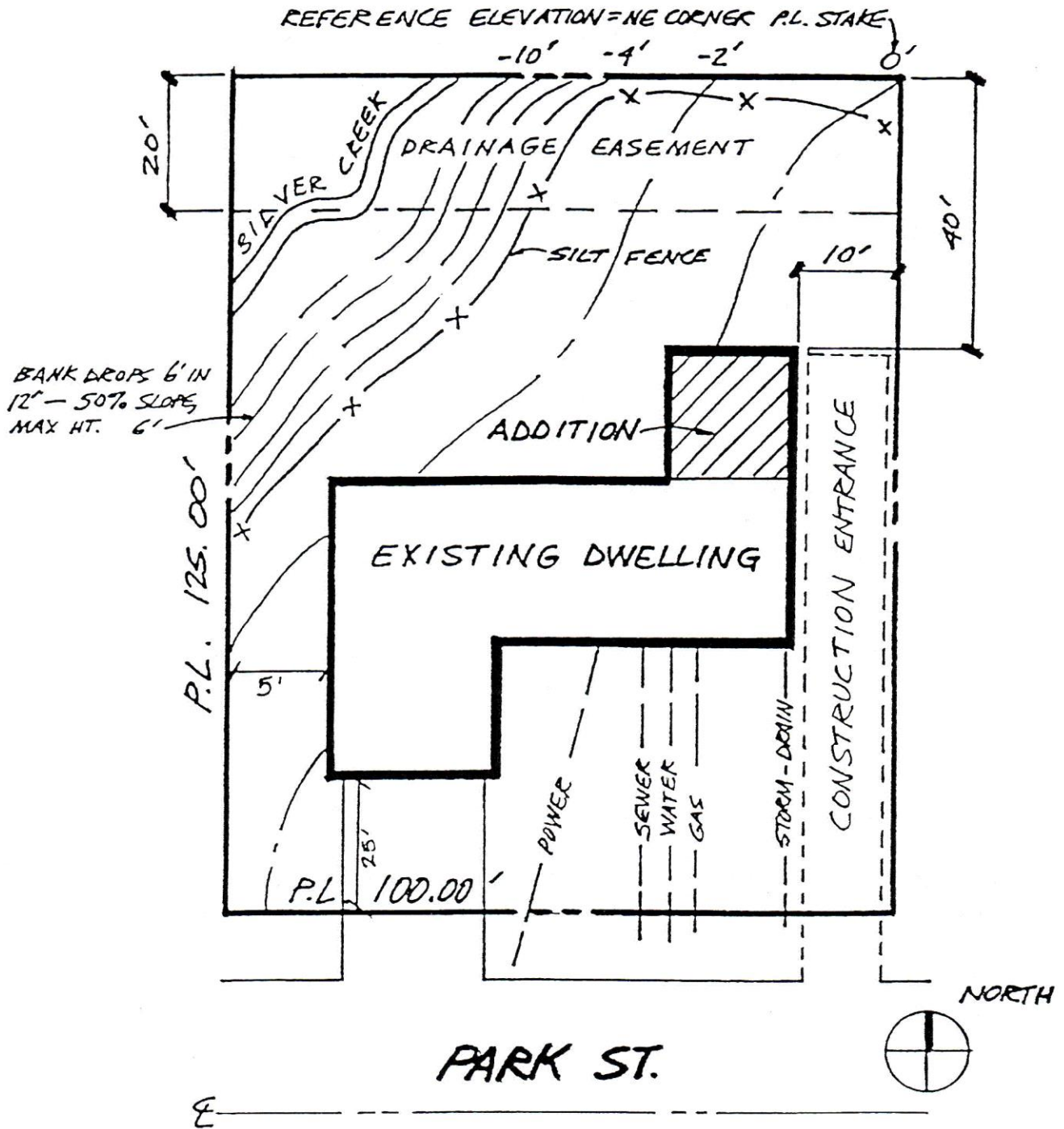
- ☐ Property owner’s name and contact information as well as that for the contractor, if different.
- ☐ Site address, subdivision name and lot number.
- ☐ Assessor’s Parcel Number (tax parcel number).
- ☐ Date the plan was prepared, north arrow indicating the direction of north, and a plan scale. 1” = 20’ is typical, but larger sites may require a scale of 1” = 50’.
- ☐ All property lines, easements (utilities, access, etc.) and site dimensions.

SITE INFORMATION

- ☐ All streets, private roads, and alleys, with street names. Also show all existing and/or proposed driveways.
- ☐ Locations of stormwater drainage, sewer, water, electricity and gas lines, and any underground storage tanks.
- ☐ Show any surface water (creeks, streams, ponds, wetlands, etc.) within 200 ft. of the property.
- ☐ Show any slopes with a grade of 30% or greater as well as any fill areas.
- ☐ Indicate the elevation change of the site and use contour lines or arrows to show the direction of the slope change. Also indicate percent of slope (rise or drop in height divided by horizontal run or distance). Designate grade break lines and extend contour lines to identify adjoining property conditions.
- ☐ Show the method of stormwater disposal, including construction access route, buffer strips, sediment barriers, or other erosion control features as applicable.
- ☐ Provide a tree removal plan, if applicable.

STRUCTURE INFORMATION

- ☐ The location and dimensions of all existing and proposed structures. Identify each structure by its use (garage, residence, etc.), and include decks, retaining walls, and the like.
- ☐ Clearly distinguish between the existing structure and any proposed addition or structure to be demolished.
- ☐ Note the setbacks between all existing and proposed structures as well as setbacks from all existing and proposed structures to the property lines.
- ☐ Provide details for any retaining wall type structures.



SITE PLAN . 1126 PARK ST.

1" = 20'

JAMES SMITH . 6/1/95 380-458-5254